



George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

FPD-OI-FD43.2
March 14, 2001

ORGANIZATIONAL INSTRUCTION

Flight Projects Directorate Ground Systems Department Mission Systems Operations Group FD43

HOSC CONFIGURATION REQUEST

APPROVAL

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
<u>Original Signed by</u> _____ Nate Bocclair, III	Manager, Ground Systems Operations Group	FD43	March 14, 2001

CHECK THE MASTER LIST—
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		9/14/99	
Revision	Rev A	3/14/01	Removed reference to a quality record that was not required and updated to correct format.

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HOSC CONFIGURATION REQUEST

1.0 GENERAL INFORMATION

1.1 Scope

This work instruction provides the procedures for the development and submission of the HOSC Configuration Request form.

1.2 Purpose

To make clear what changes fall under a HOSC Configuration Request and how it will be submitted and processed within the Flight Projects Directorate.

1.3 Applicability

This OWI applies to all personnel submitting any configuration changes within the HOSC facility that are controlled by a HOSC Configuration Request.

2.0 APPLICABLE DOCUMENTS

HOSC-HUH-233 HOSC User Handbook

3.0 DEFINITIONS

CPE: Change Package Engineer
HCR: HOSC Configuration Request
HOSC: Huntsville Operations Support Center
HOSC CM: HOSC Configuration Management
HSM: HOSC Status Meeting
WLC: Workload Control

4.0 INSTRUCTIONS

4.1 Initiate Change

User writes HOSC Configuration Request (HCR) to initiate change(s) in configuration.

Responsible Party: User/User Representative

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4.2 WLC

The HCR is submitted to the Workload Control (WLC) for action.

Responsible Party: User/User Representative

4.3 HCR Reviewed

The HCR is reviewed for completeness and clarity, and the originator is contacted for clarification if required.

Responsible Party: WLC

4.4 HCR Logged

The HCR is logged and is assigned a number.

Responsible Party: WLC

4.5 Assessments

Assessors and CPEs are assigned by the WLC and due dates are established.

Responsible Party: WLC

4.6 Review

Copies of the HCR are sent to assessors for review.

Responsible Party: WLC

4.7 DSM

WLC receives completed assessments from assessors and the HCR is presented to the Daily Status Meeting (DSM) for review along with the implementation plan.

Responsible Party: Assessors/WLC

4.8 Approval/Disapproval

If approved, go to step 4.9. If not approved, then decision is made whether or not to withdraw. If withdrawn, then process ends. If not withdrawn, then HCR is disapproved and user is notified.

Responsible Party: Mission Systems Operations Group Lead/NASA-HOSC Systems Manager

4.9 Paperwork Distribution

HCR and Implementation plan is distributed to the appropriate personnel.

Responsible Party: WLC

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4.10 Notification

The affected user will be notified of implementation and the associated schedule.

Responsible Party: WLC

4.11 CM

Upon completion of implementation, HCR is submitted to HOSC Configuration Management (HOSC CM) for documentation update.

Responsible Party: WLC

4.12 Closure

Upon completion of documentation HCR, is closed and entered into database.

Responsible Party: WLC

5. NOTES

6. SAFETY PRECAUTIONS AND WARNING NOTES

7. APPENDICES, DATA, REPORTS, AND FORMS

8. QUALITY RECORDS

None

9. TOOLS, EQUIPMENT, AND MATERIALS

10. PERSONNEL TRAINING AND CERTIFICATION

11. FLOW DIAGRAM

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